

Executive Committee
Minutes
June 3, 2013
As yet not approved

Present were: M. Miller, D. La Haye, R. Krauth, B. Atwood, R. Wernecke, T. Carver, D. Strong, T. Ruth, S. Sinclair, L. Emery, K. McKee, and S. Gladczuk.

The new members of the Executive Committee, D. Strong and T. Ruth, were welcomed and are attending in order to assist in the transition to the new fiscal year.

Minutes of the Executive Committee meeting of May 6, 2013 were approved as written.

Regional Plan Public Participation Strategy: K. McKee summarized the regional plan public participation and outreach strategy that staff would like to use to get input on development of the 2016 Regional Plan. Staff has applied to America Vista Corps for a Vista member who would have the right skills to coordinate the outreach program under the supervision of CVRPC staff. Vista provides half of the \$12,000 stipend for a year's project and CVRPC would have to provide the remaining \$6,000. The FY 2014 budget contains \$15,000 in it for the Regional Plan update to cover the outreach activities and other work needed to begin the development of the Plan. Writing the Plan will fall mostly on staff, but there will be committees established to provide input and direction on the various elements of the Plan, including the economic development element and the resilience element required as of July 2014. Staff is applying for foundation grants to help fund aspects of the Regional Plan work. This work ties in with the June Commission meeting agenda where the consultant hired by VAPDA will review our 2008 Plan in terms of its conformance with State statute.

The Vista application requests that the Executive Committee provide a letter of support with the application submitted. It was moved, seconded, and unanimously approved to sign the letter of support.

FY 2014 Transportation Planning Initiative (TPI) Scope of Work: The scope of work and budget are due to the Agency of Transportation (VTrans) in July and will be reviewed by CVRPC's Transportation Advisory Committee (TAC) at their June 4 meeting. Some of the funds in the TPI scope could be allocated to the Regional Plan work since the development and update of the 2008 Transportation Plan will occur simultaneously with the Regional Plan. It's being suggested that the update of the demographic profile of the Region could be paid for with TPI funds and VTrans personnel has agreed this would be a good use of the funds. The data on population, housing, and employment is needed for development of the transportation plan as it is for the Regional Plan. There are other funding requests that are being considered in the TPI scope, including the Regional Plan public participation strategy, a flood resiliency study on the Mad and Winooski River watersheds, assistance to Green Mountain Transit and Cross Vermont Trail, and a study of East Montpelier village traffic control improvements that may be needed. It was suggested that the updating of the demographic profile and growth projections,

which could cost from \$3,000 to \$10,000, should be the first priority. Getting the trends right is key to developing both plans and can also be used by all 23 communities in their municipal plan updates. The Executive Committee would like the TAC to do their review and provide a recommendation to the Executive Committee for its July meeting.

Northwest Regional Commission PDM-C Contract: The Northwest Regional Planning Commission is serving as the lead on this Pre-Disaster Mitigation grant which will provide funds to CVRPC to develop and update local hazard mitigation plans for 5 of our communities, including the City of Montpelier. The funding amount is \$22,150 with an additional \$7,850 required in match. It was moved, seconded, and unanimously approved to authorize the Chair to sign the contract.

Legislative Update: Act 16 has been signed into law and it establishes the requirement for a flood resiliency element in regional and municipal plans as of July 1, 2014. H. 450 (Act 36) allowing regional planning commissions to own property and borrow money has been signed by the Governor, as well.

Executive Director's Report: The Executive Director reported on the work of staff during the month of May, including road erosion investigation work in Plainfield, Cabot, and Marshfield; Cabot and Woodbury bridge and culvert inventory work, multiple GIS data and mapping questions from Middlesex, Woodbury, Waterbury, Northfield, Moretown, Marshfield, Berlin, Orange, Plainfield and East Montpelier; participated in the VT Yankee drill, submitted the Community Development Block Grant-Disaster Relief (CDBG-DR) applications for the flood inundation studies of the Mad and Winooski Rivers, worked on the Plainfield sidewalk study and traffic counts for the Town, and the final enhanced consultation has been scheduled. This is just a sample of what work is done every month by staff; more details are reported in the monthly staff report.

Joint Committee on Consolidation; Report Recommendation: East Montpelier is the only community of which we are aware that has requested a presentation to the select board. G McCain will be making the presentation and D. Strong will also participate. It was noted that these presentations should be informative rather than advocating one position or the other. D. Strong suggested that a representative from the Central VT Economic Development Corporation (CVEDC) be invited, as well, and that it would be worthwhile knowing how the CVEDC board and members feel about the merger proposal. It might be useful to have a backup plan outlining how CVRPC and CVEDC will move forward on a collaborative basis should the merger be voted down by either organization. R. Wernecke and D. La Haye will meet with P. Hood, who is chair of CVEDC and served on the Joint Committee, to give him input on our May meeting and get feedback on a possible substitute motion. We'll be wanting to work together on multiple projects as we have in the past, but especially on the Regional Plan and its economic development element. It was noted that the CVRPC meeting of May 14 is available on DVD for anyone's use and at CVRPC's website at www.centralvtplanning.org.

FY 2014 CVRPC Budget: The budget as revised reflects replacing the server, 4% increase in salaries so that merit raises can be awarded and to maintain our competent staff, \$15,000 for the Regional Plan work which includes a \$6,000 match to the Vista program should we be awarded a grant, a 9% increase

in funding from the Property Transfer Tax via the Legislature, \$5,000 this year from the PDM-C grant with Northwest RPC, \$6,000 in a new grant for forest stewardship, and \$7500 in EDA funding through the Agency of Commerce and Community Development for disaster planning/developing flood resiliency. Staff is switching phone/internet companies in order to gain faster internet speed and save \$92 per month for an annual savings of \$1100. The projected revenue is \$795,699 (14% increase over FY 13 projected) with expenditures projected to be \$807,408 (12.83% over projected FY 13) using \$11,709 of the fund balance. The projected fund balance would then be \$174,450. After the expenditure of the \$16,500 for the server replacement and replacement of 2 computers, the projected year end fund balance is \$157,950. This leaves slightly less than is ideal for a fund balance, but we should not need to replace the higher cost equipment for another 4 years (server and map plotter). After further discussion, it was moved, seconded and unanimously voted to approve the FY 2014 budget as presented. At the July meeting, members would like to review the VAPDSA salary survey that is being prepared. Historically, CVRPC salaries have been at the bottom of the 11 RPC's.

The Commission meeting agenda was reviewed and agreed to as modified. It was decided to appoint members to the standing committees at the July meeting since the June meeting already has a lengthy agenda.

It was voted at 6:30 p.m. to go into executive session for personnel matters.

It was voted at 6:52 p.m. to come out of executive session. The Chair is to notify the Executive Director of the decision on her salary adjustment.